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Office of the Comptroller

[REDACTED] as of 14 Nov. 1956)

Office of Comptroller Records Inventory Schedule 31-57

9. "Weekly Activity and Production Reports," July 1954-Dec. 1955. 1 ft. Reports submitted by each Division and Staff. Used for personnel and management purposes. Filed by type of report and chrono. Destroy after 5 years.

17. "Summary Table of Organization Analyses Ledger," FY 51-56. .1 ft. Unposted summary of T/C changes by fiscal year and organization component. Destroyed when no longer used.

26. "Regulation Case Files," 1953-1956. 5 ft. Proposed regulations, and correspondence pertaining to comments and concurrences. Destroy 6 months to 2 years after issuance of regulation.

27. "Procedure Case Files," 1953-1956. 1.5 ft. Temporary as in No. 26, above.

Budget Division Schedule 31.05-57

3. "Budget Analyst Working Papers," Analyst to place notes of permanent value in official file.

4. "Tables of Organization," IBM listings of personnel data by allotment structure. Dispose after 10 years.

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1 August 1958

MEMORANDUM FOR THE RECORD:

SUBJECT: List of Historical Record's in CIA's Office of the Comptroller, 1953-56, as Shown by Records Inventory

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1. [REDACTED] assistant chief of Records Management Staff,

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said that the schedules for the Office of the Comptroller, were prepared under the supervision of [REDACTED] in the Office of the Comptroller. She prepared the schedule for her immediate office and combined the schedules for the other offices under the Comptroller. Unfortunately, some of the offices did not follow the directions and did not give the linear feet in the ~~six~~ different items.

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2. [REDACTED] said that [REDACTED] was very sensitive and

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protective regarding the files and that we should not indicate that we had seen the schedules. Permission to consult the records should be obtained from her superior, Mr. Saunders, the Comptroller.

3. The records inventory for the Office of the Comptroller is made up of seven different schedules each with its own serial numbers. These are: Comptroller, HSC, Fiscal Division, Site Audit, Budget Division and Procedures, Finance Division, and Machine Records Division as shown in the attached listing.

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4. [REDACTED] office has prepared a summary of the permanent files of the Office of the Comptroller and a thermafax copy of this summary is attached.

5. An examination of inventory showed that the temporary items listed in the attached list would probably have historical value and we might recommend their retention.

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